



# **FY2022 and FY2023 Economic Development Initiative - Community Project Funding Grants:**

## **2 CFR Part 200 Training**

**April 5, 2023**



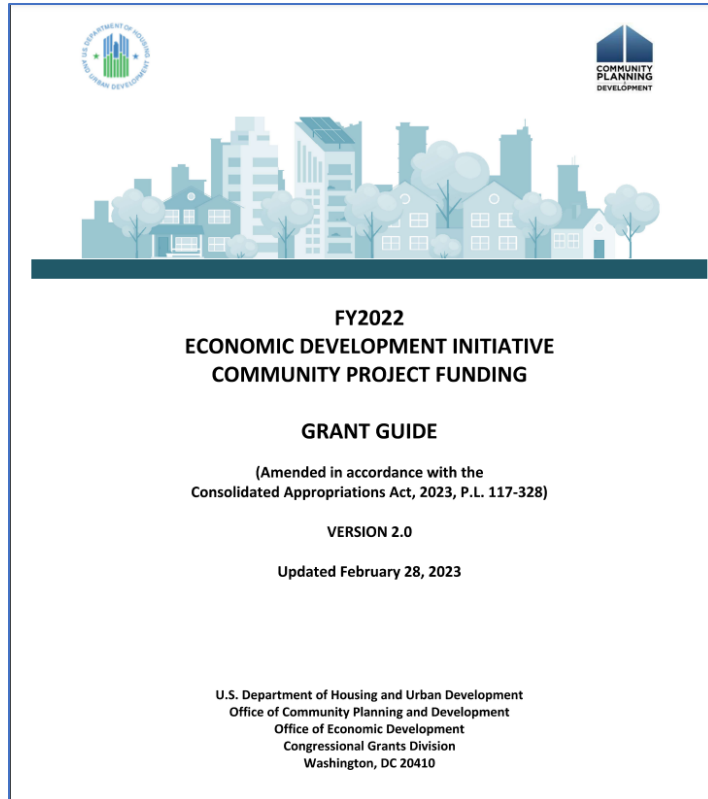
# CPF Grantee Training: 2 CFR Part 200 Topics

1. Opening Remarks and Introductions
2. Community Project Funding Grant Guides
3. Federal Awards Management
4. Direct Cost Rates versus Indirect Cost Rates
5. Audit Requirements
6. Upcoming Webinar Series / Key Links and Resources
7. Action Item Checklist

# Opening Remarks and Introductions

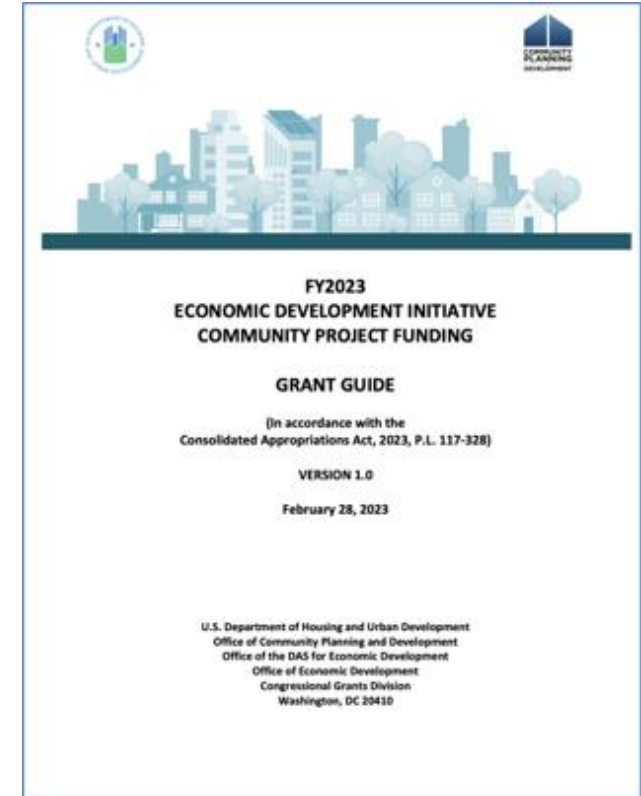
- **Holly Kelly**, Director, Congressional Grants Division, HUD
- **Erich Chatham**, Principal Owner and Lead Consultant, Civitas, LLC

# Community Project Funding: Grant Guides and 2 CFR Part 200



<https://www.hud.gov/sites/dfiles/CPD/documents/FY22-CPF-Grant-Guide-v.2.0.pdf>

- FY2022 Community Project Funding Grant Guide (Version 2.0)
  - **57 References to 2 CFR Part 200**
- FY2023 Community Project Funding Grant Guide (Version 1.0)
  - **55 Reference to 2 CFR Part 200**



<https://www.hud.gov/sites/dfiles/CPD/documents/2023-CPF-Grant-Guide-Award-Instructions-Version-1.0.pdf>

# Community Project Funding: Grant Guides and 2 CFR Part 200

- Community Project Funding Grant Guide Sections With 2 CFR Include:
  - **Section 2: Grant Award Process and Instructions**
    - Detailed Information
    - Requesting Changes to Approved Project Narrative of Budget
    - SF-424: Application for Federal Assistance
  - **Section 3: Federal Requirements**
    - Applicable Appropriations Act Requirements
    - Cross Cutting Federal Requirements

Summary	
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)	<p>The requirements of 2 CFR Part 200 apply to all CPF awards.</p> <p>Grantees are encouraged to review the provisions of these regulations including provisions related to:</p> <ul style="list-style-type: none"><li>• Suspension and debarment at <a href="#">2 CFR 200.214</a></li><li>• Prohibition on certain telecommunications and video surveillance services or equipment at <a href="#">2 CFR 200.216</a></li><li>• Financial management, internal controls, and Federal payment requirements at <a href="#">2 CFR 200.302</a>, <a href="#">200.303</a>, and <a href="#">200.305</a></li><li>• Program Income requirements at <a href="#">2 CFR 200.307*</a></li><li>• Revision of budget and program plans at <a href="#">2 CFR 200.308</a></li><li>• Disposition of property acquired with CPF funds at 2 CFR §200.311</li><li>• Procurement requirements at 2 CFR §200.317-327</li><li>• Record retention and access requirements at <a href="#">2 CFR 200.334-200.338</a></li><li>• Reporting requirements at <a href="#">2 CFR 200.328-200.330</a>, including on the status of property acquired with CPF funds at 2 CFR §200.330</li><li>• Subrecipient monitoring and management at <a href="#">2 CFR 200.331-200.333</a></li><li>• Remedies for Noncompliance at <a href="#">2 CFR 200.339-200.343</a></li><li>• Closeout of federal grants at 2 CFR §200.344-346</li><li>• Cost Principles at 2 CFR Part 200, subpart E</li><li>• Audit requirements at 2 CFR Part 200, subpart F</li></ul> <p>*For purposes of all CPF awards, program income must be used for the purposes and under the conditions of the grantee's specific CPF award in accordance with the addition requirements at <a href="#">2 CFR 200.307(e)(2)</a>. In accordance with <a href="#">2 CFR 200.307(b)</a>, costs incidental to the generation of program income may be deducted from gross income to determine program income for purposes of your CPF grant, provided these costs have not been charged to the Federal award. Further technical assistance will be provided to grantees with projects that may generate program income.</p>

# HUD.gov Website: Economic Development Initiatives

- Key Definitions
- HUD Implementation
- Effective Dates
- Post Award Requirements and Administration
- Procurement Standards
- Performance and Financial Management Reporting
- Monitoring & Reporting Program Performance
- Subrecipient Monitoring and Management
- Remedies for Noncompliance
- Cost Principles
- Audits

<https://www.hud.gov/sites/documents/CFR200.PDF>

## 2 CFR Part 200 Overview for Grantees

Grants Management & Oversight Division/Office of Strategic Planning and Management

### KEY DEFINITIONS

Definitions were revised and broadened to cover all the requirements and the categories of assistance.

- Cognizant Agency.  
Generally, the cognizant agency is the Federal agency with the largest dollar value of total Federal awards with a governmental unit or nonprofit entity. (See [2 CFR 200.19](#).) The cognizant agency is the lead agency that a non-Federal entity deals with on issues. For example, the lead agency for some HUD recipients for indirect cost rates may be HHS if HHS provides the most funding to the recipient. (See also the explanation under §200.108. Inquiries). The cognizant agency for audit is the Federal agency designated to carry out the responsibilities for audit. (See [2 CFR 200.18](#).)
- Contractor. (New)  
Contractor is used rather than the term “vendor,” which was used in OMB Circular A-133. **(New)** Contractor means an entity that receives a contract. (See [2 CFR 200.23](#)) This definition is revised, as the new definition looks at the nature of the relationship, rather than what the document/agreement is called ([2 CFR 200.22](#).) (See also [2 CFR 200.330](#). Subrecipient and contractor determinations. )
- Federal financial assistance.  
This section essentially incorporates the requirements in the previous OMB circular for the administrative requirements, cost principles, and audit requirements. (See [200.40](#))
- Federal award.  
Federal award, depending on the context, can mean either (a) the Federal financial assistance, or (b) the document that provides the assistance, e.g. the grant, cooperative agreement or cost reimbursement contract. (See [2 CFR 200.38](#))
- Fixed Amount Award. (New)  
In this type of award, the Federal Agency or pass through entity provides a specific level of support without regard to actual costs incurred. Accountability is based primarily on performance and results. (See [2 CFR 200.45](#).)
- Micro-Purchase. (New)  
This is a new category of supplies or services which uses simplified acquisition procedures that can be used by non-Federal entities. The micro-purchase threshold (floor) is set by the Federal Acquisition Regulation. (See [48 CFR 2.101](#)) At the present time, it is generally \$3,000. The threshold is periodically adjusted for inflation. (See [2 CFR 200.67](#))
- Non-Federal entity. (New)  
Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient

# Code of Federal Regulations

Home Browse Search Recent Changes Corrections Reader Aids My eCFR Search the eCFR Sign In / Sign Up



## Code of Federal Regulations

A point in time eCFR system



### Title 2

Displaying title 2, up to date as of 3/30/2023. Title 2 was last amended 3/01/2023. [view historical versions](#)

Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)

Title 2 / Subtitle A / Chapter II / Part 200

[Previous](#) / [Next](#) / [Top](#)

**ECFR CONTENT**

**Table of Contents**

**Details**

**Print/PDF**

**Display Options**

**Subscribe**

**Timeline**

**Go to Date**

**Compare Dates**

**Published Edition**

**ENHANCED CONTENT**

**View table of contents for this page**

**PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

**Authority:** 31 U.S.C. 503

**Source:** 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

**Subpart A - Acronyms and Definitions**

**ACRONYMS**

**§ 200.0 Acronyms.**

**Acronym Term**

CAS Cost Accounting Standards

CFR Code of Federal Regulations

Title 2 was last amended  
3/01/2023

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>





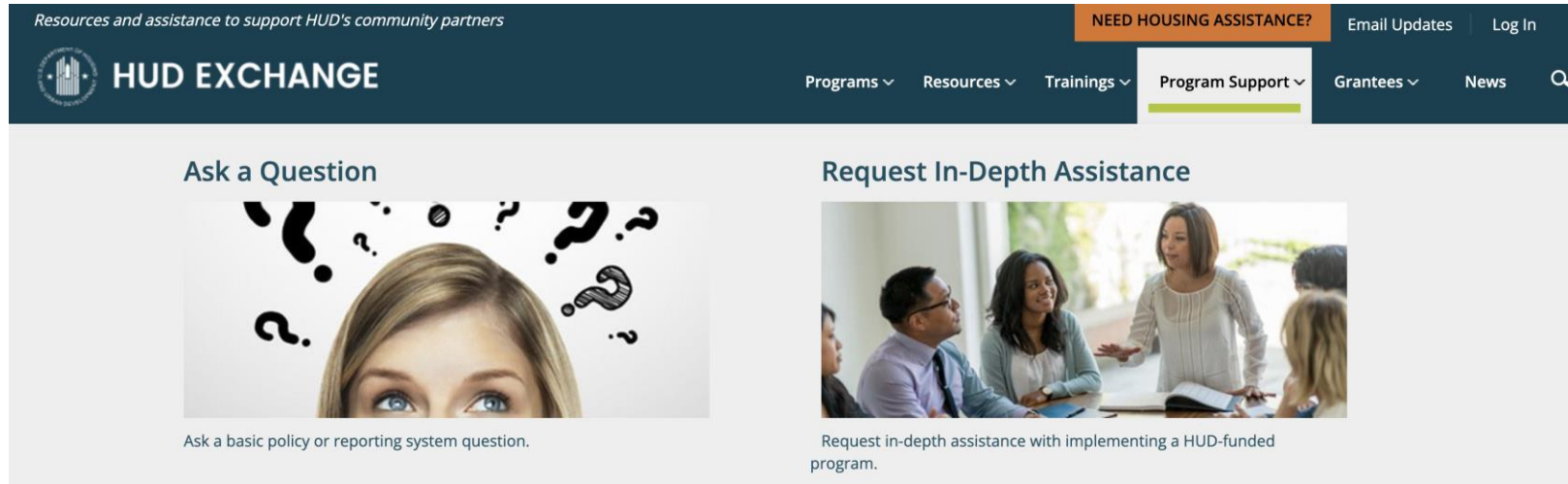
# **FY2022 and FY2023 Economic Development Initiative - Community Project Funding Grants:**

## **Federal Awards Management**





# CPF Portfolio: Key HUD Links and Resources



## Program Support

<https://www.hudexchange.info/>

## “Ask a Question”

<https://www.hudexchange.info/program-support/my-question/>

## 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- The requirements of 2 CFR Part 200 apply to all CPF awards.
- Please review the regulation with particular focus on the provisions referenced in the Grant Guide.
- For additional guidance on the administrative requirements, please review the materials and training provided on the HUDExchange:

<https://www.hudexchange.info/trainings/courses/financial-management-201-2-cfr-part-200-online-module/>

# 2 CFR Part 200

## Provisions of Part 200 to note include:

- Suspension and debarment: 2 CFR 200.214
- Prohibition on certain telecommunications and video surveillance services or equipment: 2 CFR 200.216
- Financial management, internal controls: 2 CFR 200.302, 200.303
- Federal payment requirements: 200.305
- Program Income requirements: 2 CFR 200.307
- Revision of budget and program plans: 2 CFR 200.308
- Disposition of property acquired with CPF funds: 2 CFR 200.311
- CFR §200.311 Procurement requirements: 2 CFR §200.317-327

# 2 CFR Part 200

- Record retention and access requirements: 2 CFR 200.334-200.338
- Reporting requirements: 2 CFR 200.328-200.330,
  - Including on the status of property acquired with CPF funds: 2 CFR §200.330
- Subrecipient monitoring and management: 2 CFR 200.331-200.333
- Remedies for Noncompliance: 2 CFR 200.339-200.343
- Closeout of federal grants: 2 CFR §200.344-346
- Cost Principles: 2 CFR Part 200, subpart E
- Audit requirements: 2 CFR Part 200, subpart F

# Internal Controls - 2 CFR 200.303

## **For Federal awards Non-Federal entities must:**

- Establish and maintain effective internal controls
- Comply with Federal statutes, regulations, & terms and conditions
- Evaluate and monitor compliance
- Take prompt action on audit findings
- Safeguard protected personally identifiable information

# Payments – 2 CFR 200.305

## Payments:

- Payments to States are governed by Treasury-State CMIA agreements codified at 31 CFR Part 205
- Pay interest earned on Federal funds annually to the Department of Health and Human Services, rather than “promptly” to each Federal awarding agency
  - Interest amounts up to \$500 per year may be retained by the non-federal entity for administrative expenses

# Methods of Procurement – 2 CFR 200.320

## Methods of procurement to be followed:

- The non-Federal entity must use one of the 5 methods:
  - (1) Micro-purchases for acquisition of supplies or services if aggregate amount does not exceed \$3,000 [New method]
  - Micropurchase may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable
  - (2) Small purchase procedures
  - (3) Sealed bids (formal advertising)
  - (4) Competitive proposals



# Methods of Procurement – 2 CFR 200.320 (Cont'd)

- **(5) Noncompetitive proposals – revised to clarify that solicitation of a proposal from only one source may be used only when one or more of the following apply:**
  - The item is available only from a single source
  - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
  - The Federal awarding agency (or pass-through entity) expressly authorizes this method in response to a written request from the non-Federal entity
  - After solicitation of a number of sources, competition is determined inadequate

# Monitoring and Reporting Program Performance

## 2 CFR 200.329

- **Monitoring and reporting program performance:**
  - CPF Grantee report twice per year in January and July of each year
  - Reporting completed in the DRGR system
- **Reporting on Real Property, 200.330:**
  - Submit reports at least annually on the status of real property in which the Federal Government retains an interest, unless the Federal interest in the real property extends 15 years or longer
  - After 15 years, the non-federal entity will work with the federal awarding agency to determine the reporting plan

# Subrecipient Monitoring and Management – 2 CFR 200.331

- Explains the roles of subrecipients and contractors so that the non-Federal entity can determine the relationship and the applicable requirements
- A non-Federal entity provides a subaward to a subrecipient for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the non-Federal entity and the subrecipient
- A non-Federal entity provides a contract to a contractor for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship between the non-Federal entity and the contractor
- What the document is called does not matter; the relationship is the basis for determining which requirements are applicable

# Requirements for Pass-through Entities – 2 CFR 200.332

## The pass-through entity must:

- Put specific information in the subaward, including indirect cost rate
- Do a risk assessment to determine appropriate subrecipient monitoring AND must monitor subrecipients
- Consider if specific subaward conditions are needed
- Verify subrecipients have audits in accordance with Subpart F
- Make any necessary adjustment to the pass-through entity's records based on reviews and audits of subrecipients
- Consider actions to address subrecipient noncompliance

# Information Contained in a Subaward 2 CFR 200.332(a)

- **Following information must be identified to subrecipient at time of award and put in the subaward (and when changes are made to the subaward):**
  - Federal award identification, e.g., UEI
  - Indirect cost rate for the Federal Award (including if the de minimus rate is charge per 200.414 Indirect (F&A) costs) Requirements imposed by the pass-through entity
  - Requirement to provide access to records for audit

# Evaluating Subrecipient Risk to Determine Appropriate Monitoring – 2 CFR 200.332(b)

- **The pass-through entity must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purpose of determining appropriate subrecipient monitoring, which may include consideration of factors such as:**
  - Prior experience with same or similar subawards
  - Results of previous audits
  - Whether new or substantially changed personnel or systems
  - Extent and results of Federal awarding agency monitoring

# Required Subrecipients Monitoring Procedures – 2

## CFR 200.332(d)

- **When monitoring of subrecipients, the pass-through entity must:**
  - Review reports required by the pass-through entity
  - Follow-up to ensure subrecipient takes appropriate action on all deficiencies pertaining to the subaward from the pass-through entity identified through audits, on-site reviews, and other means
  - Issue a management decision for audit findings pertaining to subawards made by the pass-through entity



# Additional Subrecipient Monitoring Tools – 2 CFR 200.332(e)

- **Following tools may be useful, depending upon the risk assessment:**
  - Providing subrecipient training and technical assistance
  - Performing on-site reviews
  - Arranging for agreed-upon-procedures engagements under 200.425, Audit services [in Cost Principles]
- No listed tool is required nor is the list of tools all inclusive
- Determination on which tools is a matter of judgment for the pass-through entity based upon its assessment of risk

# Retention Requirements for Records - 2 CFR 200.334

## Retention requirements for records:

- Retains the record retention period of three years from the date of submission of the final expenditure report
- For Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report
- Supplements to the listing of exceptions from standard record retention:
  - When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, cognizant agency for indirect costs, or pass-through entity; and
  - Records for program income transactions after the period of performance

# Methods for collection, transmission and storage of information – 2 CFR 200.336

- **Methods for collection, transmission and storage of information:**
  - Federal awarding agencies and the non-Federal entities should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats
  - Federal awarding agencies or pass-through entities must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request
  - When original records are electronic and cannot be altered, there is no need to create and retain paper copies.
  - When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

# Remedies for Noncompliance - 2 CFR 200.339

- **Remedies for noncompliance**

- Permits the Federal awarding agency (or pass-through entity) to try to remedy noncompliance through additional conditions on the Federal award (or subaward)
- Expressly references suspension and debarment proceedings and cross-references the government-wide regulation at 2 CFR Part 180
- Termination 200.340
  - The Federal award may be terminated by the Federal awarding agency (or pass-through entity) in whole or in part:
    1. For failure of the non-Federal entity to comply with the terms and conditions of the Federal award
    2. for cause
    3. with the consent of the non-Federal entity (the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated)
  - The Federal award may be terminated by the non-Federal entity by sending to the Federal awarding agency (or pass-through entity) written notification setting forth the reasons for termination, the effective date, and, in the case of partial termination, the portion to be terminated.
  - When the Federal award is terminated, the Federal awarding agency (or pass-through entity) and the non-Federal entity remain responsible for closeout, post-closeout adjustments and continuing responsibilities

# Closeout – 2 CFR 200.344

## Closeout and Post Closeout Responsibilities

- Timeframes are based on “period of performance” which must be stated in the Federal award
- Post-closeout adjustments and continuing responsibilities 200.345,
  - The adjustment to the Federal award amount based on an audit or other review after closeout must be made within the record retention period
- Collection of amounts due 200.346
  - The collection may happen after the record retention period



## **FY2022 and FY2023 Economic Development Initiative - Community Project Funding Grants:**

### **Direct Cost Rates versus Indirect Cost Rates**



# Direct Cost Rates versus Indirect Cost Rates

## What Are Direct Costs?

The Uniform Administrative Guidance (2 CFR §200.413) defines “**Direct Costs**” as “those costs that can be identified specifically with a particular final cost objective.”

### Examples of direct costs include:

- The salary and benefits paid to a case manager
- Staff time spent in qualifying a client for services
- Mileage and travel cost

## What Are Indirect Costs?

“**Indirect Costs**” = Costs of goods or services that are ‘common’ or shared across multiple programs/cost centers.

### 2 CFR 200.414 defines 2 types of indirect costs:

- Facilities
- Administration

There is no one-size-fits-all use of any of these terms. In fact, a key takeaway from the Uniform Administrative Guidance in 2 CFR §200 regarding these terms is that the federal government recognizes a wide diversity of organization types and structures, ranging from the smallest nonprofit to large nonprofit conglomerates and local and state governments.



# Indirect Cost Rates

## Examples of Indirect Costs

**Typical examples of indirect costs include:**

- Rent, utilities, insurance, maintenance, and other expenditures related to shared space
- Administrative and executive team functions that support multiple program areas
- Purchases, transportation, and staff expenses that benefit multiple program areas

## Indirect Cost Rates

**The Congressional Grant Division recognizes three (3) indirect costs rates:**

- The 10 Percent De Minimis Rate
- Federally Negotiated Indirect Cost Rate Agreement (NICRA)
- Cost Allocation Plan

**Note:** If your non-federal agency receives more than \$35 million in direct federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.

# Allowable Cost - 2 CFR 200, Subpart E

## Generally, for costs to be allowable, they must be:

- 200.403(a) Reasonable and necessary
- 200.403(b) Conforming to limitations or exclusions
- 200.403(c) Consistent with policies and procedures
- 200.403(d) Accorded consistent treatment
- 200.403(e) Determined in accordance with GAAP
- 200.403(f) Not included as match or cost-share
- 200.403(g) Adequately documented

## Common unallowable costs include:

- 200.421 Advertising and public relations
- 200.423 Alcoholic beverages
- 200.426 Bad debts
- 200.434 Contributions and donations
- 200.438 Entertainment costs
- 200.441 Fines, penalties, damages, and other settlements
- 200.442 Fundraising and investment management costs
- 200.445 Goods or services for personal use
- 200.449 Interest
- 200.450 Lobbying
- 200.451 Losses on other awards or contracts
- 200.455 Organization costs
- 200.467 Selling and marketing costs
- 200.470 Taxes (including Value Added Tax)

# Negotiate an Indirect Cost Rate

Both governmental and nonprofit entities that are recipients of federal awards can negotiate indirect cost rates with their cognizant agency for use across all federal awards and agencies.

The “cognizant agency” is the federal agency that provides the highest dollar value annually in awards to an organization. There is separate guidance for state and local (non-federal) governmental entities (2 CFR §200 Appendix VII.D) and for nonprofits (2 CFR §200 Appendix IV.C) regarding negotiated indirect cost rates.

A key difference is that for non-federal governmental entities with annual federal income over \$35 million, a negotiated indirect cost rate is required. For nonprofit entities, there is no threshold requirement for negotiated rates.

Recipients electing to negotiate and use an indirect cost rate can charge indirect costs to a grant or contract based only on a Negotiated Indirect Cost Rate Agreement (NICRA) approved by the cognizant federal agency. However, the approval of indirect costs by the cognizant agency is not intended to identify the circumstances or dictate the extent of federal participation in the financing of grants or contracts. Please note, the Department of Health and Human Services (HHS) reviews and approves negotiated indirect cost rate proposals on behalf of HUD. To request a new rate or to have an existing rate extended, contact [HUDCPDIndirectCostRates@hud.gov](mailto:HUDCPDIndirectCostRates@hud.gov).

# Submission of Proposal

**Each organization seeking to negotiate an indirect cost rate must submit an indirect cost rate proposal with the following required information:**

- Organization profile: The purpose is to gain an understanding of the basic structure of the organization.
- Cost policy statement: The purpose is to establish a clear understanding between the recipient organization and the federal government as to what costs will be charged directly and what costs will be charged indirectly.
- Indirect cost proposal preparation policies and procedures.
- Financial reports for the year under review.
- Indirect cost rate proposal.
- Allocation of salaries and wages.
- Statement on employee benefits.
- Identification and description of unusual factors that may affect the proposed rates, or any memoranda of understanding or notice agreements that may affect the proposed rates.
- Listing of federal awards that were active during the fiscal year.
- Completed lobbying certificate that verifies that the organization does not include lobbying costs in indirect costs.
- A completed certificate of indirect cost



# **FY2022 and FY2023 Economic Development Initiative - Community Project Funding Grants:**

## **Audit Requirements**



# Audit Requirements - 2 CFR Part 200, subpart F

- **Audits are required for non-federal entities that expend \$750,000 or more per year in federal awards (2 CFR 200.501(a))**
  - Can be a single audit or a program-specific audit
  - Must be performed annually
- **Determining Federal awards expended (2 CFR 200.502(a))**
  - The determination of when a Federal award is expended must be based on when the activity related to the Federal award occurs. Generally, the activity pertains to events that require the non-Federal entity to comply with Federal statutes, regulations, and the terms and conditions of Federal awards, such as: expenditure/expense transactions associated with awards including grants, cost-reimbursement contracts, cooperative agreements, and direct appropriations; the disbursement of funds to subrecipients; the use of loan proceeds under loan and loan guarantee programs; the receipt of property; the receipt of surplus property; the receipt or use of program income; and others



# Audit Submission - 2 CFR Part 200.512

- Submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period
- electronically submitted to the Federal Audit Clearinghouse (FAC)
- Auditors and auditees must ensure reports do not include protected personally identifiable information
- Auditee must sign statement that (200.512(b)(1)):
  - Reports do not include PPII.
  - Authorizes FAC to make reports publicly available on a Web site.



## **FY2022 and FY2023 Economic Development Initiative - Community Project Funding Grants:**

**Upcoming Webinar Series / Key Links and Resources**



# 2023 Community Project Funding Webinar Series



**CONGRESSIONAL GRANTS DIVISION  
COMMUNITY PROJECT FUNDING  
WEBINAR SERIES**

The U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD), Congressional Grants Division (CGD) administers Congressionally-directed "Economic Development Initiative, Community Project Funding" grants.

One component of technical assistance for CPF grantees is a commitment to present a series of webinars.

**WEBINAR SERIES:  
ECONOMIC DEVELOPMENT INITIATIVE  
COMMUNITY PROJECT FUNDING (CPF)**

Webinar Topic	Webinar Date
FY2023 CPF Grantee Updates	March 8, 2023
FY2023 CPF Grant Package Completion	March 21, 2023
FY2022 CPF Grantee Updates / RECORDING	March 13, 2023
FY2022 CPF Grant Package Completion	March 22, 2023

Webinar Recordings, Transcriptions, and Slide Deck on HUD Website

Webinar Topic	Webinar Date
<b>Environmental Review:</b> Determining Level of Review, Environmental Roles and Responsibilities, and Overview of HEROS	April 19, 2023
<b>Environmental Review:</b> Federal Nexus and Prohibition of CLAs	May 3, 2023
<b>Environmental Review:</b> Cost Eligibility and Documenting ERR for CPF Grants in HEROS	May 17, 2023
<b>Drawdown &amp; Reporting</b>	May 17, 2023
<b>Grant Closeout</b>	June 7, 2023

**All webinars will be from 1 to 2:15 pm EST**

**The webinar series is free.  
Registration is required and will be sent via email.**

# HUD Exchange Financial Management Curriculum

Resources and assistance to support HUD's community partners

HUD EXCHANGE

Programs Resources Trainings Program Support Grantees News

Home > Trainings > Financial Management Curriculum


## Financial Management Curriculum

Overview

Completing the financial management curriculum will assist grantees and subrecipients to comply with federal grant requirements, increase effectiveness, and maximize efficiency.

HUD recommends users complete the curriculum in the following order:


1. Financial Management 101: Introduction
2. Financial Management 201: A Closer Look
3. Financial Management 201: Examining the Parts



**Financial Management 101: Introduction**

Introduction to key topics and financial management basics


This video, dynamic PPT presentation, and self-paced training module help grantees understand Federal financial requirements, create an effective system for managing Federal funds, and improve program performance.



**Financial Management 201: A Closer Look**

Blueprints for sound financial management

These self-paced training modules cover the following topics: 2 CFR Part 200, Cost Principles, Budgeting, Procurement, Internal Controls, Fund Accounting, and Federal Audits.



**Financial Management 201: Examining the Parts**

Advanced financial management for CPD programs

These self-paced training modules cover the following programs: Home Investment Partnerships Program (HOME), Community Development Block Grant (CDBG), Housing Opportunities for Persons With AIDS (HOPWA), Emergency Solutions Grant (ESG), and Continuum of Care (CoC).

HUD EXCHANGE

Home > Trainings > Financial Management Curriculum > Financial Management 201: A Closer Look

## Financial Management 201: A Closer Look

Blueprints for sound financial management

These self-paced training modules cover the following topics: 2CFR Part 200, Cost Principles, Budgeting, Procurement, Internal Controls, Fund Accounting, and Federal Audits.

### Access the Modules

1. Click the link to access the module.
2. You will be prompted to either create or log into your HUD Exchange Learn account.
  - a. If you need to create an account, Click "Create an Account."
  - b. Fill out the form, and click the "Create Account" button.
3. Your account has been created. You will receive a confirmation email.

HUD EXCHANGE

## 2 CFR PART 200 Module



Topics include:

- The COFAR and origin of 2 CFR Part 200
- The applicability of 2 CFR Part 200 to grantees and subrecipients
- The key changes of 2 CFR Part 200 to existing OMB Circulars

[Access the 2 CFR Part 200 Module](#)

<https://www.hudexchange.info/trainings/financial-management-curriculum/>

# HUD Exchange Financial Management Curriculum



U.S Department  
of Housing and  
Urban Development

Exit

## FINANCIAL MANAGEMENT 201

### 2 CFR PART 200

2.63% Complete

#### Menu

- ▼ 1. Introduction
  - 1.1. Home
  - 1.2. Choose Your Audio Setting
  - 1.3. How to Use this Module
  - 1.4. Welcome
  - 1.5. Learning Objectives
- ▼ 2. Overview of 2 CFR Part 200
  - 2.1. Introduction
  - 2.2. The History of 2 CFR Part 200
  - 2.3. COFAR Priorities: Strong Controls Yield Better Outcomes
  - 2.4. What Did the COFAR Do?
  - 2.5. Knowledge Check 1
- ▼ 3. Key Changes
  - 3.1. Introduction
  - 3.2. Effective Date and Older Grants
  - 3.3. Risk Analysis
  - 3.4. Clarifies "Awards" versus "Contracts"
  - 3.5. Eliminates "Vendors" and Strengthens "Contractors"
  - 3.6. Knowledge Check 2
- ▼ 4. Cost Principles and 2 CFR Part 200
  - 4.1. Introduction
  - 4.2. Words Matter
  - 4.3. Cost Allocation and Indirect Costs
  - 4.4. De Minimis Indirect Cost Rates
  - 4.5. Compensation and Fringe Benefits
  - 4.6. Conferences
  - 4.7. Employee Health and



next >



# Community Project Funding Updates: Thank You!

HUD Congressional Grants Division looks forward to working with you on your important project!

- **Upcoming Additional Community Project Funding Technical Assistance Support**
  - On-Call Technical Assistance Opportunities
  - eGuides, How-To Videos, and Microlearning Videos
- **Support Shared During the Webinar**
  - For the Congressional Grants Division “Ask-A-Question” Help Desk visit:  
<https://www.hudexchange.info/program-support/my-question/>
  - Grantees can identify their CPF Grant Officer at:  
<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>
  - For information about the Community Project Funding Program and for regular updates:  
[https://www.hud.gov/program\\_offices/comm\\_planning/edi-grants](https://www.hud.gov/program_offices/comm_planning/edi-grants)
  - FY2022 Community Project Funding Grantees
    - FY2022 Community Project Funding Grant Guide (Version 2.0):  
<https://www.hud.gov/sites/dfiles/CPD/documents/FY22-CPF-Grant-Guide-v.2.0.pdf>
  - FY2023 Community Project Funding Grantees
    - FY2023 Community Project Funding Grant Guide (Version 1.0):  
<https://www.hud.gov/sites/dfiles/CPD/documents/2023-CPF-Grant-Guide-Award-Instructions-Version-1.0.pdf>

# CPF Portfolio: Key HUD Links and Resources

**HUD EXCHANGE**

Step 1 of 2 1 of 2

Personal Information\* Required fields

\*First Name

\*Last Name

\*State  
Select

\*City/Town

\*County  
Select

\*Phone Number  
  
Format: xxx-xxx-xxxx x\_\_\_\_ (Extension Optional)

\*Email Address

\*Confirm Email

\*I am a  
Select

Step 2 >

Select “HUD Grantee” and Select the Name of your Organization under “Which Grantee are you?”

\*I am a

\*Which Grantee are you?

*If your organization is not listed.*

*Change I am a “HUD Grantee” to “Other – Please Specify” and provide the Name of your Organization*

\*I am a

\*Other

<https://www.hudexchange.info/program-support/my-question/>

# CPF Portfolio: Key HUD Links and Resources

The screenshot shows the 'Ask A Question' page on the HUD EXCHANGE website. The breadcrumb trail is 'Home > Program Support > Ask A Question'. The page title is 'Ask A Question'. Below the title, it indicates 'Step 2 of 2' with a progress bar. The first section, '\* My question is related to:', has a dropdown menu currently set to '-- SELECT --'. The second section, 'Your Question', includes a prompt '\* Please provide a subject line for your question' and a text input field with a '(limit to 100 characters)' note. The third section, '\* Question', features a rich text editor with formatting options (bold, italic, underline, bulleted list, numbered list, link) and a large text area. At the bottom, a note states 'If you have more than one question, please submit them separately'.

Select under “My question is related to:”

**\* My question is related to:**

CPF: Community Project Fund

Under “Your Question” section in the “Please provide a subject line for your question” include:

- ***FY2023 CPF Grant: Your Grant #***

You may also attach files.

Then “Submit your Question” or Questions.

Submit your Question

<https://www.hudexchange.info/program-support/my-question/>





# **FY2022 and FY2023 Economic Development Initiative - Community Project Funding Grants:**

## **Action Items Checklist**



# Community Project Funding: Post 2 CFR Part 200 Action Item Checklist

- ☐ Read the following documents sent to you by HUD and on the Updated HUD.gov Website
  - ☐ FY2022 Community Project Funding Grant Guide (Version 2.0) OR  
<https://www.hud.gov/sites/dfiles/CPD/documents/FY22-CPF-Grant-Guide-v.2.0.pdf>
  - ☐ FY2023 Community Project Funding Grant Guide (Version 1.0)  
<https://www.hud.gov/sites/dfiles/CPD/documents/2023-CPF-Grant-Guide-Award-Instructions-Version-1.0.pdf>
  - ☐ And search for the term “2 CFR 200” to see the various references to the regulation and how it applies to your Community Project Funding Grant
- ☐ Download and Read the “2 CFR Part 200 Overview for Grantees” Document on the HUD Economic Development Initiatives Website: <https://www.hud.gov/sites/documents/CFR200.PDF>
- ☐ Visit the HUD Exchange “Financial Management Curriculum” to learn more: <https://www.hudexchange.info/trainings/financial-management-curriculum/>
  - ☐ Financial Management 101: Introduction
  - ☐ Financial Management 201: A Closer Look
  - ☐ Financial Management 201: Examining the Parts
  - ☐ Take the 2 CFR Part 200 Online Course <https://www.hudexchange.info/trainings/courses/financial-management-201-2-cfr-part-200-online-module>
- ☐ Review the Code of Federal Regulations: 2 CFR Part 200: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- ☐ Send any Questions to the “Ask-A-Question” Help Desk at <https://www.hudexchange.info/program-support/my-question/>
- ☐ Continue to Listen to the Community Project Funding Webinar Series to Learn More about the Grant Award Process